

Title HR Business Partner Band B	Chief Executives Department	Post Ref.
Job Purpose To optimise the performance and impact of service delivery through the provision of professional HR advice regarding effective people management and workforce strategy.		
Key Responsibilities 1. To provide high level specialist advice in respect of the range of employee relations issues, including casework and associated activity. 2. To support with the review, development, and implementation of HR strategy and policy, including workforce planning. 3. To attend and contribute to internal HR and cross service working groups, forums and external meetings as required. 4. To deputise for Senior HR Business Partners, as required. 5. To support joint consultation processes, including attendance at departmental Joint Consultative and Negotiating Panels as necessary. 6. To provide advice, guidance and training (including course design) on HR policy, procedure and employment law issues. 7. To provide support and advice to managers and school leaders/ governors on implementing organisational change, including the application of the requirements of TUPE.	Key Accountabilities 1. To support the management and delivery of the HR Service. 2. To take day to day responsibility for the management of the casework activities in the team. 3. To provide advice/support to managers on more complex employee relations issues.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
<i>Education and Knowledge</i> 1. Mathematics and English GCSE (grade C or above) or equivalent 2. Relevant HR qualification or working towards MCIPD or equivalent. 3. Commitment to on-going personal & professional development	<i>Personal skills and general competencies</i> 4. <i>Sets an excellent example of customer care for other staff.</i> 5. <i>Effectively sets direction for a team providing motivation for all to deliver high performance.</i> 6. <i>Anticipates customer needs and takes ownership of the resolution of issues to provide excellent service continually striving to improve efficiency and effectiveness</i> 7. <i>Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</i> 8. <i>Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</i> 9. <i>Takes an active role in managing risk, health and safety and safeguarding issues.</i> 10. Ability to communicate effectively at all levels with internal and external customers including negotiation/conciliation skills. 11. Ability to develop and maintain effective professional relationships with customers and stakeholders and able to present reasoned arguments in relation to complex issues, both verbally and in writing. 12. Ability to analyse complex terms and conditions for a range of occupational groups and form a range of recommendations to deal with complex situations. 13. Effective prioritisation skills.
<i>Experience</i> 18. A minimum of 3 years' experience in providing HR support, advice and guidance to managers to include extensive experience of the full range of complex casework. 19. Experience of delivering HR services within a large unionised organisation, preferably local government/public sector. 20. Experience of Trade Union consultation and negotiations 21. Good understanding and ability to interpret employment legislation and case law. 22. Experience of contributing to the development and implementation of strategic HR policy including workforce planning. 23. Thorough understanding of safeguarding issues 24. An understanding of the principles of budget monitoring 25. Experience of supporting change management processes, including reorganisations within a large unionised environment 26. Understanding of health & safety issues in the workplace	

	14. Ability to design, coordinate and deliver high quality training to managers and school leaders/governors. 15. Sound core numeracy skills including the ability to undertake research and analyse statistical data 16. Sound basic ICT skills, including key Microsoft Office applications and willingness to develop specific required competencies 17. Personally resilient, adaptable and responsive to change
<i>Role Dimensions</i> 27. Ability to travel to locations across the county 28. Access to transport with notice 29. No direct financial responsibility 30. Line Management of HR Business Partner Level 2 31. Postholder will need to work flexibly including out of hours to attend hearings and deliver training and remote working when necessary. <i>Please attach a structure chart</i>	

Date July 2017